



City of Woodland

SENIOR WATER POLLUTION CONTROL OPERATOR (SWPCO)

DEFINITION:

To perform and supervise the most complex work involving process control, plant operations, laboratory procedures, repair and maintenance of the City's Water Pollution Control Facility (WPCF) Tertiary Treatment Plant.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Water Pollution Control Facility Superintendent (WPCFS) or designee. Acts as a "Supervisor" as defined by Title 23 of the California Code of Regulations. Oversees and directs the operations of the plant, inspects the performance of other operators, and reports to the WPCFS. The SWPCO provides direct supervision and training for the Water Pollution Operator IV positions (WPCO IV) and semi-skilled, skilled operations and maintenance personnel. Employees at this level are fully aware of the operating procedures and policies of a Class V treatment plant and receive only occasional direction or assistance from the Chief Operator.

EXAMPLES OF DUTIES:

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

Essential Job Functions:

- Supervises, monitors and maintains the operation of wastewater treatment plant pumps, motors, head works, MLE aeration basins, filters, disinfection process, and pump stations.
- Knowledgeable in all phases of the plant operations and makes or supervises necessary operating changes and adjustments.
- Maintains and updates accurate logs of the plant operations, preventative maintenance and safety programs.
- Assists in the establishment and supervision of procedures, maintenance schedules and methods for assigned area of operation.
- Assigns and supervises work for subordinate WPCF operators and plant mechanics, while checking on the work progress throughout the day.
- Assists the WPCFS in a variety of personnel actions including: selections, training, promotions, performance evaluations, and disciplinary actions.
- Monitors and interacts with the automated plant computer/SCADA systems.
- Interprets data and information received by SCADA then makes adjustments to plant operators.
- Implements and supervises proper precautions that are followed by all staff members.
- Works on standby rotation to include working on weekends and holidays.

- Oversees collection of a variety of samples for laboratory tests, on occasion, performs basic laboratory testing and analysis.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical public services impacting public health.

OTHER JOB FUNCTIONS:

- Compile data and assists in developing recommendations on the formulation of policy, procedure, staffing, and organizational changes; participates in the installation of new and revised programs, systems, procedures and methods of operation.
- Review data, analyze results and prepare reports as required.
- Prepare and write specifications and technical reports.
- Respond to inquiries or concerns from citizens and other departments or agencies.
- Coordinate with other environmental services programs, such as the laboratory or pretreatment, ensuring tests and analysis are complete and a record of results are available for use.
- Establish and maintain effective working relationships while providing for the evaluation, training, and professional development of assigned staff; work cooperatively with others.
- Develop budget documents; track expenses to ensure compliance with the budget.
- Maintain and operate recycled water equipment and apparatus.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, methods, materials, tools and equipment used in wastewater treatment plant operations, servicing, and maintenance.
- Principles of various wastewater treatment processes, to include, adjustment procedures for wastewater treatment plant equipment, repair and preventative maintenance procedures.
- National Pollutant Discharge Elimination System (NPDES) Wastewater Treatment permitting.
- Electronic State Monitor Reporting (ESMR).
- Safe work practices.
- Principles of program/personnel supervision and training.
- Advanced wastewater treatment operations, to include oversight and direction of all tertiary treatment processes and equipment.
- Hazardous chemicals associated with wastewater treatment.
- Chemical and bacteriological characteristics.
- Standard methods of sampling and analyzing wastewater.
- Hydraulics, measuring devices, pumps and other wastewater related equipment.
- Safety principles, practices, and procedures.
- Computer operation and software as related to a wastewater treatment facility, to include Microsoft Word and Excel, and Maintenance Management Programs.

Skill to:

- Understand, interpret, apply and comply with State regulations, City ordinances and Public Works policies.

- Read and interpret plans and specifications and conduct inspections for various public works projects for determining compliance.
- Supervise, direct, coordinate, and evaluate the work of assigned personnel.
- Prepare and present clear, concise, and competent reports, both orally and in writing.
- Communicate clearly and concisely, orally, and in writing.
- Establish and maintain cooperative working relationships with co-workers and those contacted in the course of work.

Ability to:

- Develop cooperative public relations with other City departments, developers, businesses, and the general public.
- Read and interpret gauges and other recording devices reflecting plant operations, and make operating adjustments based upon recorded data.
- Provide work direction, scheduling, supervision and evaluations to assigned staff.
- Maintain accurate logs and records.
- Work independently, making appropriate decisions in critical situations.
- Wear and use SCBA units as regulated by Cal/OSHA.
- Serve in standby status after regular working hours and responds to emergency call-outs.

MINIMUM EDUCATION EXPERIENCE:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

High School Diploma supplemented with college, trade school or advanced course work in wastewater technology, laboratory, and chemistry.

Associate's Degree in a related field is highly desirable.

Experience:

Four (4) years of increasingly responsible work experience in the operation and maintenance of a wastewater treatment plant, including lead or supervisory experience.

License and Certificate:

Required upon hire, possession of a valid California Driver's License and a current Grade V Wastewater Treatment Plant Operators Certificate, issued by the California State Water Resources Control Board.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Medium work: Position in this class typically exerts in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

OTHER REQUIREMENTS:

Sensory Requirements:

- Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors:

- May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.